

**Elk Grove High School
Parent Teacher Council**
Elk Grove Village, Illinois

BYLAWS

ARTICLE I – NAME AND LOCATION

The name of this organization shall be the Elk Grove High School Parent Teacher Council, hereon referred to as the Council, located at 500 West Elk Grove Boulevard, Elk Grove Village, Illinois 60007.

ARTICLE II – PURPOSE

The Council shall work to enrich the educational environment and build relationships between parents, teachers, and students.

ARTICLE III – MEMBERSHIP AND DUES

Section 1. Membership

Membership in the Council shall be open to all staff members of Elk Grove High School and all parents/guardians that have a student enrolled in Elk Grove High School. Only dues-paying members will be allowed to vote.

Section 2. Dues

Annual Dues shall be determined by Township High School District 214 each school year.

ARTICLE IV – OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM AND DUTIES

Section 1. Officers

The officers of the Council shall be President(s), Vice President(s), Secretary(s), and a Treasurer.

Section 2. Qualifications

- A. A candidate for office shall preferably be a member of the Council for a period of at least one-year prior to the time of nomination or have served on a Parent Teacher Organization Board of Directors from another school.
- B. A candidate for the office of President shall have preferably served as an officer of the Council for a least one year prior to the time of nomination.
- C. No member shall hold more than one Council office at a time.

Section 3. Nomination and Election Procedures

- A. At least four weeks prior to the May meeting, the Nominating Committee shall submit to the membership a slate of one or more candidates for each office.
- B. Nominations may also be made from the floor prior to the election and such nominees shall be entered on the slate, provided they have consented to the nomination. Nominations from the floor must receive two seconds.

- C. A majority vote of the members present at the May meeting shall be required for election, which shall be by ballot, except that if there is but one candidate for each office, the ballot may be dispensed with and the officers elected viva voce (voice vote), a quorum being present.

Section 4. Term

- A. The term shall run from August 1 - July 31. Officers shall assume their office on August 1, and shall serve for a term of one year, or until their successors are elected and take office.

Section 5. Duties Council officers shall be obligated to uphold and represent the interests of the Council.

A. The *President* shall:

1. Preside at all regular and board meetings.
2. Appoint committee chairman, subject to the approval of the board of directors.
3. Be an ex-officio member of all committees with the exception of the Nominating Committee, Auditing Committee and Teller's Committee.
4. Be empowered to act on behalf of the Elk Grove High School Council whenever he/she is the Foundation representative.
5. Keep membership informed of all matters concerning the Council.
6. Co-sign checks for any expenditure over \$250.00.

B. The *Vice President* shall:

1. Assist the President in all ways.
2. Assume the duties and powers of the presidency in the absence of the President.
3. In the event of a vacancy in the office of President, succeed to the office for the unexpired term.
4. Assist Committee Chairman as assigned by the president.
5. Be the chairman of the membership committee and be responsible for the requirements of membership.
6. Perform such other duties as may be assigned by the Board of Directors or the Council.

C. The *Secretary* shall:

1. Attend and keep an accurate record of all regular and Board of Directors meetings.
2. Have available at all meetings an up-to-date copy of the Council Bylaws.
3. Conduct the correspondence of the Council in accordance with the direction of the President and/or Board of Directors.
4. Perform such other duties as may be assigned by the Board of Directors or the Council.

D. The *Treasurer* shall:

1. Have custody of all Council funds, depositing all funds received in a bank approved by the Board of Directors, and making disbursements only as authorized by the Council, either by specific action of by adoption of a budget and by vote of the Board of Directors.
2. Pay all approved bills promptly, the checks to be signed by the Treasurer.
3. Prepare an annual budget.
4. Keep the books on a current basis and make a monthly report to the Council, a copy of which shall be filed with the Secretary.
5. Have cash banks available when needed at Council events.
6. Prepare a complete financial report for the fiscal year.
7. Perform such other duties as may be assigned by the Board of Directors of by the Council.

Section 6. Vacancies

- A. In the event of a vacancy in the office of:
 - 1. President, the Vice President shall succeed to the office for the unexpired term.
 - 2. Vice President, Secretary, or Treasurer, the Board of Directors shall, within 30 days, appoint a qualified member of this Council to fill the unexpired term for the respective office.

- B. All records pertaining to any office are property of the Council. Each officer, with the exception of the Treasurer, shall within two weeks after the end of the term of office, transfer to the successor the files and records of that office. The Treasurer shall, within four weeks of the close of the school year, deliver the books and records of that office to the Auditing Committee. Any person, except the Treasurer, vacating office at any time except at the regular expiration of the term of office, shall transfer the records of that office to the successor within two weeks. Should the Treasurer vacate that office before the expiration of the term, that individual shall, within two weeks, transfer the records of that office for the purpose of audit to the Auditing Committee.

ARTICLE V – BOARD OF DIRECTORS

The Board of Directors shall be the governing body on all matters requiring action between regular meetings, other than amending the Bylaws.

Section 1. Composition The officers of this Council shall be the Board of Directors.

Section 2. Duties

- A. The Board of Directors may transact business in person or by any communications medium. For adoption, any business shall require a majority vote of the Board of directors.

- B. The Board of Directors may, by a three-fourths vote of its membership, remove any officer or committee chairman for misconduct or neglect of duty. The Board of directors shall request the resignation of such officer or chairman from the respective office or committee. If such resignation is not received by the Board of directors within two weeks after such resignation has been requested, the Board of Directors is empowered to and shall thereupon declare such position vacant and the vacancy filled in accordance with the provision of Article IV of these Bylaws.

Section 3. Meetings The Board of Directors shall meet as required to adequately conduct the business of the Council. At least two meetings shall be held each year.

Section 4. Quorum The quorum for any meeting of the Board of Directors shall be a majority.

Section 5. Minutes Minutes of the Board of Directors meetings shall be distributed only to the members of the Board of Directors.

ARTICLE VI – COMMITTEES:

Section 1. Composition Standing Committees shall be composed of a chairman and one or more members, unless otherwise specified. With the exception of the Auditing Committee and Nominating Committee, committee members shall be appointed by the chairman of the respective committee, subject to the approval of the Board of Directors. Appointments shall become effective at the close of the June meeting for a term of one year, unless otherwise specified.

Section 2. Duties. Standing Committees and their duties are as follows:

- A. The *Auditing Committee* shall be appointed by the Board of Directors and shall be composed of a chairman and two other members whose duties are enumerated in Article VIII of these Bylaws. The members of the Auditing Committee shall select their own chairman.

- B. The *Elk Grove High School Student Directory Committee* shall:
 - 1. Distribute PTC membership/student directory forms to all parents, guardians & staff.
 - 2. Gather information from forms to create the student directory.
 - 3. Label and distribute student directories when received from the District 214 printers.

- C. The *Bylaws Committee* shall:
 - 1. Receive all suggestions for amendments to the Bylaws for this Council, prepare them in proper form, and submit them for action by the membership in accordance with Article XI of these Bylaws.
 - 2. Propose amendments.
 - 3. Shall review the current Bylaws on even numbered years. The Committee will recommend any amendments, if necessary, for approval at the October regular business meeting.

- D. The *Call In Committee* shall provide volunteers to assist with parent registration for Parent/Teacher conferences in whatever manner is necessary.

- E. The *Craft Fair Committee* shall:
 - 1. Coordinate and organize all crafters and vendors for the fair.
 - 2. Coordinate and organize the concession stand – providing food and drink.
 - 3. Coordinate and organize the raffle of acquired raffle items.
 - 4. Work with the Post Prom Committee on the admission fees and tables.
 - 4. Coordinate set up and clean up crews, parking attendants, and other volunteers needed to run the show.

- F. The *Hospitality Committee* shall:
 - 1. Provide refreshments for any events as directed by the PTC or school administration.
 - 2. Maintain accountability of supplies purchased for events and for the storage of excess supplies after events.
 - 3. Enlist support of volunteers as needed to procure items for events and for set up and clean up after said events.

- G. The *Nominating Committee* shall be appointed and confirmed by the Board of Directors at least two months prior to the May meeting and shall consist of a chairman and two members. The members of the Nominating Committee shall select their own chairman. The committee shall carry out the duties as prescribed in Article IV, Section 3. of these Bylaws and shall prepare the official ballots for use by the Tellers Committee at the May meeting.

- H. The *Post Prom Committee* is a parent organized group that plans a safe, supervised, substance-free, post-prom activity. The committee works with the school administration, the PTC and the Junior Class board to plan this activity.
- I. The *Publicity Committee* shall publicize Council activities through the school newsletter, school sign, local newspapers, TV and radio, and other medium as appropriate.
- J. The *Ways and Means Committee* shall devise and promote projects to raise funds for the operation of the Council.

Section 3. Special Committees Special committees may be appointed when deemed necessary by the Board of Directors.

Section 4. Responsibilities

- A. All committees shall be directly responsible to the Board of Directors and shall submit all plans, prior to execution, to the Board of Directors for approval.
- B. Within 15 days after the conclusion of the appointment, all committees, with the exception of the Auditing Committee, shall transfer their files and records to their successors as directed by the Board of Directors.

ARTICLE VII – ELK GROVE PARENT TEACHER COUNCIL MEETINGS

Section 1. Regular Meetings

- A. Regular meetings of this Council shall be held on the second Wednesday of each month, August - July, with the December and July meetings at the discretion of the Board of Directors.
- B. Election of officers shall take place at the May meeting.

Section 2. Special Meetings Special meetings may be called by the President, by a majority of the Board of Directors, or by one-third of the membership provided notice specifying the principal business of the meeting is given to all members at least five days prior to the date of the special meeting.

Section 3. Quorum A quorum will consist of all voting members in attendance. In order for business to be conducted, two officers must be present. Simple majority rules.

Section 4. Minutes Minutes of the regular meetings shall be made available in the school office at least one week prior to the next regular meeting.

ARTICLE VIII – AUDIT

Section 1. Yearly Audit The Auditing Committee must have an external audit completed of the Council financial records (per District 214 regulations). The audit shall be completed within forty-five (45) days of the close of the fiscal year. A written report covering the audit will be made available to the membership and the records transferred to the incumbent Treasurer.

Section 2. Vacancy Audit In the event of a vacancy in the office of Treasurer, an audit shall be made of the Council books and financial records by the Auditing Committee. Such audit shall be completed within ten (10) days after receipt of the records, a written report covering the audit made available to the membership, and the books and financial records transferred as indicated by the Board of Directors.

ARTICLE IX – DISSOLUTION

In the event of dissolution, abandonment, or termination of the Council, no income, contribution, or other revenue or funds shall inure to the benefit of any individual or of any group not affiliated with Elk Grove High School. Distribution of all assets then possessed by the Council, after current indebtedness has been paid, will be determined during the final meeting of the Council.

ARTICLE X – PARLIAMENTARY AUTHORITY

The current edition of Roberts Rules or Order Newly Revised governs the Elk Grove High School Parent Teacher Council in all matters of procedure not otherwise covered in these Bylaws.

ARTICLE XI – AMENDMENTS

Section 1. Bylaws These Bylaws may be amended by a two-thirds vote of the members present and voting at any regular meeting of the Council, a quorum being present, provided the text of the proposed amendment has been made available to the membership either in writing at least ten (10) days prior to the meeting date or by reading at the previous regular meeting. An amendment not previously submitted to the membership may be adopted by a unanimous vote of the members present and voting, a quorum being present.

Section 2. Corrections Automatic grammatical, punctuation, and correlation corrections in these Bylaws or amendments thereto, which in no way alter the intent of the respective Bylaw or amendment shall be effected by the Bylaws Committee, subject to the approval of the Board of Directors.

Section 3. Enactment Bylaws, and/or amendments thereto, shall become effective upon adoption, unless otherwise specified.

Bylaws Adopted: November 12, 2008